



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-P (715)

*29 December 2003*

MEMORANDUM FOR ALL USACE COMMANDS (DIRECTOR/CHIEFS OF  
CONTRACTING) AND ACQUISITION SUPPORT CENTERS (ASCs)

SUBJECT: PARC Instruction Letter (PIL) 2004-03, USACE Certifications Packages

1. Reference enclosed E-mail dated 14 October 2003 (Encl 1) concerning guidance from the Director, US Army Contracting Career Program Office for processing certification in contracting packages.
2. This PIL is issued to reemphasize and provide guidance for processing certifications packages. The following guidance is applicable:
  - a. Certification in contracting (Level I, II and III) packages should be processed through the Regional Customer Support Offices (List at Encl 2).
  - b. Engineers performing Administrative Contracting Officer (ACO) functions may be certified up to the Level II in contracting. However, in accordance with HQDA guidance, the part time nature of the ACO functions and the limited scope of those functions, do not warrant certification at Level III.
  - c. A complete package for Level I, II and/or III will have the following documents: The original Level I, II and/or Level III certificate with the Certifying Official name and title printed at lower right hand corner; The ACRB will have the initials of the individual Supervisor to the left of the individual signature. The Reviewing Official signature on the appropriate line. [Note: The Reviewing Official is the designated individual within the Customer Support Office]. The certification check list completed in the appropriate sections by the Reviewing Official. In the case where only the Level III original certificate is omitted, the Office of the Principal Assistant Responsible for Contracting (OPARC) has the electronic means to generate only the Level III certificate.
  - d. When required, as supporting documentation, a completed and signed resume or equivalent assignment history will be submitted through the Reviewing Official.
  - e. Send signed ACRB\* (supervisor initials, individual signature and reviewing official signature), original certificate, certification check list, and resume or equivalent assignment history to the following address:

CEPR-P (715)

SUBJECT: PARC Instruction Letter (PIL) 2004-03, Corps of Engineers (COE) Certifications Packages


Department of The Army  
Headquarters, U.S. Army Corps of Engineers  
Office of The Principal Assistant Responsible for Contracting  
ATTN: CEPR-ZA  
441 G Street, NW  
Washington, DC 20314-1000

\*Send copies of any course certificates that have not been posted on the ACRB.

- f. OPARC will review the completed package and prepare for approval and signature of the Certifying Official. All documents and any originals will be returned to the Acquisition Support Center.
3. Guidance is forthcoming in the area of Civilian Acquisition Position List (CAPL) Numbers and other areas as deemed necessary.
4. The POC for this PIL is Sylvia J. Moody, CEPR-P, 202-761-4700, email: [sylvia.j.moody@hq02.usace.army.mil](mailto:sylvia.j.moody@hq02.usace.army.mil).

FOR THE COMMANDER:

Encls

  
BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting

**Moody, Sylvia J HQ02**

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**From:** Colangelo, Thomas W Mr ASC [Thomas.W.Colangelo@us.army.mil]  
**Sent:** Tuesday, October 14, 2003 2:38 PM  
**To:** 'Steiner, Christi'; 'Sylvia.J.Moody@HQ02.USACE.ARMY.MIL'  
**Cc:** 'Patty Cleaver'; 'Pat Scornavacca'; Jackson, Lauri  
**Subject:** RE: Level Certification - Ginger L. Gruber & Stephanie Rostermund t  
**Signed By:** thomas.w.colangelo@us.army.mil  
**Security Label:** Signed

Christi,

The COE certifications packages should be processed through the Regional Customer Support Offices the same as those of other commands. Per my conversation with Ms. Greenhouse just prior to the ACM Workshop, the COE PARC Office is inadequately staffed to perform the review and data capture functions. Local certifying officials should be apprised of the fact that engineers performing ACO functions may be certified up to the Level II in contracting. However, the part time nature of their ACO functions, and the limited scope of those functions, do not warrant certification at Level III.

Tom

-----Original Message-----

**From:** Steiner, Christi [mailto:christi.steiner@us.army.mil]  
**Sent:** Tuesday, October 14, 2003 1:15 PM  
**To:** 'Sylvia.J.Moody@HQ02.USACE.ARMY.MIL'  
**Cc:** 'Tom Colangelo'; 'Patty Cleaver'; 'Pat Scornavacca'; Jackson, Lauri  
**Subject:** RE: Level Certification - Ginger L. Gruber & Stephanie Rostermund t  
**Importance:** High

Sylvia,

We ACMs were told by the Director CP-14, Mr. Tom Colangelo at our conference in Nashville, that we would be processing certification packages for the COE. The same as we had in the past.

If we have reverted back to the first change (Ms. Greenhouse certifying), I believe we ACMs need to have that clarified ASAP through Mr. Colangelo.

*R/Christi*

**CHRISTI L. STEINER**  
*Acquisition Career Manager*  
*Army Acquisition Corps, NCR-Midwest*  
*SFAE-AC-RI Rock Island, IL 61299-7450*  
[christi.steiner@us.army.mil](mailto:christi.steiner@us.army.mil)  
(309) 782-3299/DSN 793-3299  
*ASC Homepage:* <http://asc.rdaisa.army.mil>

*Career Management - it's your job and ours!*

-----Original Message-----

Encl |

12/15/2003

**CONTACT**

ACMAs

ACMs

Army AL&amp;T

ASC Divisions

Field Representatives

HRC

Regional Offices

US Army National Guard  
Acquisition ManagementUS Army Reserves  
Acquisition Management**Acquisition Career Managers (ACMs)****National Capital and Central West Regions ACMs**

Contact	Phone	Fax	DSN
<b>1 National Capital Customer Support Office</b>			
Locations: SC, NC, VA, WV, DE, PR, AK, HI, USAREUR, 8th Army, Japan, and MD less APG/Edgewood. email: asc.ncr.region@asc.belvoir.army.mil			
Acquisition Career Managers	703-704-0122 703-704-0123 703-704-0125 703-704-0121	703-704-0134	654-0122 654-0123 654-0125 654-0121
Career Management Support Specialist	703-704-0126		654-0126
Support Contractor	703-704-0132		654-0132
NCR Customer Support Office ATTN: SFAE-NCR 9900 Belvoir Road, Bldg 201, Suite 101			

**2 Aberdeen Proving Ground, MD Customer Support Office**

Locations: PM, Chemical Demilitarization, Developmental Test Command and US Army Soldier &amp; Biological Chemical Command (Edgewood), and Aberdeen Proving Ground

Acquisition Career Manager	410-436-5531	410-436-3323	584-5531
Career Management Support Specialist	410-436-5697		584-5697

Acquisition Support Center  
ATTN: SFAE-AC-APG/AMSSB-REN-E  
Building E3549, Room C300  
5183 Blackhawk Road  
APG, MD 21010-5424**3 Rock Island, IL Customer Support Office**

Locations: IL, WI, MN, MO, KS, NE, SD, IA, and ND

Acquisition Career Manager	309-782-7839	309-782-4819	793-7839
Acquisition Career Manager	309-782-3299		793-3299

Acquisition Support Center  
ATTN: SFAE-AC-RI  
Rock Island Arsenal  
Rock Island, IL 61299-7450**Northeast and Central East Regions ACMs**

Contact	Phone	Fax	DSN
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**4 Fort Monmouth Customer Support Office**

Locations: ME, RI, NH, MA, PA, and NJ less Picatinny Arsenal

**email:** ascnregion@mail1.monmouth.army.mil

Acquisition Career Managers	732-532-3955 732-427-1692	732-532-2825	992-3955 987-1692
Career Management Support Specialist	732-427-1695		987-1695
Administrative Assistant	732-532-4220		992-4220

Acquisition Support Center  
ATTN: SFAE-AC-CEC  
Building 1208 E, Room G-35, Rittko Ave.  
Fort Monmouth, NJ 07703-5008

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### **Picatinny Arsenal, NJ Customer Support Office**

Locations: NY, CT, and Picatinny Arsenal, NJ

**email:** asc-cso@pica.army.mil

Acquisition Career Manager	973-724-6202	973-724-5918	880-6202
Career Management Support Specialist	973-724-6139		880-6139

Acquisition Support Center - NE  
ATTN: SFAE-AC-PIC  
Building 65, 4th Avenue  
Picatinny Arsenal, NJ 07806-5000

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### **Natick, MA Customer Support Office**

Locations: MA, ME, RI, NH

**email:** ACMO@natick.army.mil

Acquisition Career Manager	508-233-4899	508-233-4782	256-4899
Administrative Assistant	508-233-4883		256-4883

Acquisition Support Center - NE  
USA Soldier and Biological Chemical Command  
ATTN: AMSSB-RTP-A (N)  
Building 3, Room R-141  
15 Kansas Street  
Natick, MA 01760-5000

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### **Warren, MI Customer Support Office**

Locations: MI, IN, OH, and KY

**email:** careermgtooffice@tacom.army.mil

Acquisition Career Manager	586-574-6196	586-574-7520 DSN 786-7520	786-6196
Career Management Support Specialist	586-574-6276		786-6276

TACOM  
Acquisition Support Center  
ATTN: SFAE-AC-TAC  
Building 231 1st Floor, Room E130  
Warren, MI 48397-5000

### **Southern and Western Regions ACMs**

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Contact	Phone	Fax	DSN
<b>Huntsville, AL Customer Support Office</b>			
Locations: AL, MS, TN, LA, AR, FL, GA, and OK			
Acquisition Career Managers:		256-955-2758	

	<i>Phone</i>	<i>FAX</i>	<i>DSN</i>
AMCOM Acquisition Center & AMRDEC call email: acm1@amd.army.mil	256-955-1632		645-1632
AMCOM IMMC, Resource Mgmt, CIC, LAISO, CAD, DCSS, Small Business call email: acm2@amd.army.mil	256-955-2266		645-2266
USASMDC, PEO AMD, MEDCOM, FORSCOM, TRADOC, GMD, THAAD, MDA Support, PEO C3S Redstone, Ammo Plants email: acm3@amd.army.mil	256-955-2554		645-2554
Corps of Engineers, STRICOM, LOGSA, PEO Tactical Missiles, PEO Aviation, JSIMS, RTTC, TMDE email: acm4@amd.army.mil	256-955-1921		645-1921
Career Management Support Specialist email: acm5@amd.army.mil	256-955-2786		645-2786
Acquisition Support Center SFAE-AC-RED-S, Room 1E1200 SMDC Building, 106 Wynn Drive Huntsville, AL 35806			

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### White Sands Missile Range, NM Customer Support Office

Locations: NM, AZ, CO, WY, MT, UT, ID, NV, CA, OR, TX, and WA  
email: ascwestern@mt.wsmr.army.mil

Acquisition Career Managers	505-678-5832 505-678-2041	505-678-8029	258-5832 258-2041
Career Management Support Specialist	505-678-1718		258-1718
Acquisition Support Center ATTN: SFAE-AC-WSMR Building 1504, Room 208 White Sands Missile Range, NM 88002-5157			

Send comments and suggestions to the Web Development Team!

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